



CITY OF ALEXANDRIA
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
703.746.4200 ♦ ALEXANDRIAVA.GOV/CODE



DOCUMENT SUBMISSION CHECKLIST

RESIDENTIAL ADDITIONS

This checklist is provided as a guide to obtain necessary information for initial submission of plans and permit documentation to the Code Administration Permit Center.

- ☐ Building Plan Submission Checklist – Residential Additions
- ☐ 5 plan sets:
 - 1. Plan size shall not exceed 24" wide x 36" long
 - 2. Dimensioned plans are required, minimum scale 1/8" = 1'0"
 - 3. Plans shall be in permanent ink
 - 4. Tissue and tracing paper will not be accepted
 - 5. Note: per Virginia's USBC, One & Two-family dwelling construction permits, including accessory structures, must be completed within 3 years of permit issuance date
- ☐ Construction Application
- ☐ Contractor Selection Checklist or Property Owner's Affidavit
- ☐ Tree Information Form
- ☐ Noise Ordinance Affidavit
- ☐ Alexandria Soils Policy (refer to policy for proposed project specific requirements)
- ☐ Neighbor Notification Letter (if proposed project is \leq 5ft from the property-line)
- ☐ Rodent Abatement Documentation
- ☐ Home Improvement License Application Package attached *Required for Class B and Class C contractors* also see The Home Improvement Code Waiver Form
- ☐ House Location Plat (Planning & Zoning)
- ☐ Floor Area Open Space Calculation Sheet (Planning & Zoning)
- ☐ A/C Waiver form (if proposed unit is in a required yard) (Planning & Zoning)

The following documents can be submitted anytime prior to commencement of trade work:

- ☐ Electrical Application
- ☐ Mechanical Application
- ☐ Plumbing Application